

~~ADMINISTRATIVE INTERNAL USE ONLY~~

PERSONNEL PRACTICES SYMPOSIUM

9 & 10 April 1974, Room GA-13 Hqs.

Tuesday, 9 April

9:00 - 9:15 Opening Remarks
F.W.M. Janney, Director of Personnel
(Purpose of the Symposium and Relationship to the
Personnel Practices Survey, as approved by the DCI)

Component Planning of Employee Training

9:15 - 9:30 Findings on Training in Personnel Practices Survey
[] Personnel Officer

9:30 - 10:00 APP, PDP and PASG
[] DD/Pers/Plans & Control
(Training Responsibilities - PASG; Training Guide-
lines - PDP; Planned Training - APP)

10:00 - 10:15 Coffee Break

10:15 - 10:45 Training Developments and Directions
Alfonso Rodriguez, Director of Training

10:45 - 11:45 Training: Profiles, Costs and Value
[] Chief, Plans & Development/OTR

11:45 - 12:45 Lunch

12:45 - 1:00 Training in Logistics
[] Training Officer

1:00 - 1:15 Training in []
[] Career Development Officer

1:15 - 1:30 Training in OER
[], Administrative Officer

1:30 - 2:30 Group Discussions

2:30 - 3:00 Informal Group Reports and General Comments

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Career Counseling

Wednesday, 10 April

STAT	9:00 - 9:15	Purpose of the Session and Findings on Counseling in Personnel Practices Survey [] Personnel Officer
STAT	9:15 - 9:35	Counseling Available in OP/SPD [] Chief, Staff Personnel Division (Placement, Exit, Follow-up, EEO)
STAT	9:35 - 9:50	Counseling Available in OMS/PS [] Chief, Psychiatric Staff
STAT	9:50 - 10:05	Counseling Available in OMS/PSS [] Psychologist
STAT	10:05 - 10:45	Principles and Techniques of Career and Job Counseling [] Psychologist
	10:45 - 10:55	Coffee Break
STAT	10:55 - 11:20	Counseling in the DDO [] Chief, Career Management Group
STAT	11:20 - 11:45	Counseling in the Office of Communications [] Chief, Assignment & Evaluation Branch,
	11:45 - 12:30	Discussion

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